



CITY OF SEATTLE

Education Action Plan Project Manager

SALARY: \$40.39 - \$60.60 Hourly
LOCATION: Seattle Municipal Tower, 700 5th Ave., Seattle, Washington
JOB TYPE: Civil Service Exempt, Regular, Full-Time
SHIFT: Day
DEPARTMENT: Department of Education and Early Learning
BARGAINING UNIT: Not represented
CLOSING DATE: 02/07/17 04:00 PM Pacific Time

POSITION DESCRIPTION:

The Department of Education and Early Learning's (DEEL) mission is to ensure that all Seattle children have the greatest opportunity to succeed in school and in life and to graduate from school ready for college and a career. Currently, DEEL works to achieve this mission by administering the Seattle Preschool Program and the Families and Education Levy, and acts as the City's liaison with Seattle Public Schools. As a representative of the Mayor and City Council, DEEL invests in student outcomes and measures performance by tracking specific academic outcomes and indicators. DEEL develops and administers performance contracts and agreements for services, oversees contract implementation, monitors progress towards achieving outcomes and provides support, guidance and direction to grantees as necessary. DEEL is a data-driven organization that practices ongoing quality improvement based on results.

During 2016, DEEL provided support for Mayor Murray's Education Summit. This effort encompassed multiple community conversations about the education needs of the City's youth, an Education Summit attended by approximately 500 people, and the appointment of an Education Advisory Group to distill these conversations into a set of recommendations for the Mayor. In November 2016, these recommendations were provided to Mayor Murray. Since then, the Mayor's staff, supported by DEEL, have been developing an Education Action Plan that will begin to be implemented in 2017.

DEEL is seeking a Project Manager for the implementation of the Action Plan. This position will be responsible for implementing recommendations and new City investments included in the Action Plan. This includes drafting and executing Requests for Investments (RFIs), developing and tracking annual performance outcomes, and administering performance-based contracts. In addition, this person will review and provide feedback on work plans and budgets, provide technical assistance to grantees, use data to inform course corrections, and monitor progress toward performance targets.

This position will work with the Mayor's Office, City Budget Office, Human Services Department, the Department of Parks and Recreation, the Office of Economic Development, and the City Council to execute the Action Plan, and will provide staff support to the Mayor's Youth Opportunity Cabinet.

JOB RESPONSIBILITIES:

- Develop policy options for implementing recommendations of the Mayor's Education Advisory Group
- Define which focus populations should be prioritized for new investments
- Identify eligibility requirements for those applying for funds
- Support work of other DEEL staff as they implement the Mayor's Education Action Plan

- Support any future public-private committee focused on systems change across the Pre-K to post-secondary system
- Engage in new research and analysis, including data analysis, as necessary to support the department
- Track national and state Pre-K to post-secondary efforts
- Coordinate policies with national, state, and regional efforts
- Oversee special projects for the DEEL Director and the Mayor's Office
- Apply for and monitor grants
- Develop implementation plans and budgets for new programs
- Support alignment of policies affecting education for children from birth to post-secondary
- Represent the DEEL Director on regional committees
- Present research and represent the DEEL Director at national meetings and conferences
- Testify directly before City Council as needed
- Develop agendas and help lead interdepartmental and interagency coordinating teams working to align Pre-K to post-secondary efforts
- Provide staff support for the Mayor's Youth Opportunity Cabinet
- Help prepare City Council legislation materials as needed

QUALIFICATIONS:

In addition to the qualities mentioned above, you will need to possess the below required qualifications (or a combination of education, training or experience which provides an equivalent background required to perform the work of the class):

Education

- Bachelor's Degree in education, public policy, or public administration

Experience

- Four years of professional experience in K-12 education, higher education, or serving as an education researcher or policy analyst

OR

- Four years of professional experience in implementing high-profile public initiatives in other fields

As well as:

- A valid driver's license
- Ability to pass a criminal background and education check

DESIRED QUALIFICATIONS:

The most successful candidates will also possess the following:

Education

- A Master's Degree in education, public policy, or public administration
- Post-graduate training in education or public administration

Experience

- Prior work with schools and/or community-based organizations building strong, results-focused partnerships across sectors to accomplish collaborative work and meet common goals.
- Providing leadership, focus, direction and facilitation to multidisciplinary workgroups across organizational lines.

- Acting as a technical expert on education issues and developing recommendations for senior management on policy options and program direction.
- Communicating to internal and external audiences as an authoritative representative of elected officials or executives on significant issues related to priority programs and services for the purpose of garnering support, shaping opinions, advocating controversial positions and achieving important educational outcomes.
- Leading projects of increasing scope and complexity that effectively build the capacity of organizations to use evidence, data and research to inform strategy and decision-making.
- Managing multiple projects and issues while maintaining excellent customer service.
- Using quantitative and qualitative data to inform policy and program decisions.

Knowledge, Skills, and Abilities

- Knowledge of evidence-based and promising best practices in that support closing the opportunity gap in education.
- Ability to conduct effective outreach in diverse communities.
- Ability to develop and monitor performance-based contracts.
- Excellent oral communication skills, including experience developing and delivering presentations to diverse audiences (e.g. families, students, communities of color, policymakers, elected officials, educators, district administrators, funders and community members)

ADDITIONAL INFORMATION:

This position is classified as a Strategic Advisor 2 - Exempt. Employment is contingent on the verification of credentials and other information required by the application process. This position will require the ability to work a flexible schedule, as attendance at meetings in the evenings or weekends will be required at times. Please visit <http://www.seattle.gov/education> to learn more about the Department of Education & Early Learning.

APPLICATION PROCESS:

In order to be considered for this position, you must submit your application, cover letter, resume, and a professional writing sample at www.seattle.gov/jobs no later than 4:00 PM Pacific Time on Tuesday, February 7th 2017. In your cover letter, please address how you meet the qualifications for the job and describe your most relevant work experience. This position is open to all candidates that meet the minimum qualifications. The Department of Education & Early Learning values diverse perspectives and life experiences. Applicants will be considered regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. The Department of Education & Early Learning encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ, people with disabilities, veterans, and those with diverse life experiences. If you have questions please contact Lindsey King at Lindsey.King@seattle.gov.

APPLICATIONS MAY BE FILED ONLINE AT:
Job #2017-00036

<http://www.seattle.gov/jobs>
EDUCATION ACTION PLAN PROJECT MANAGER
LK

If you are unable to apply on-line you may submit a paper application by the closing date to our office.

OUR OFFICE IS LOCATED AT:
Seattle Municipal Tower
700 5th Avenue, Suite 5400
Seattle, WA 98104
206-684-8088
Careers@seattle.gov



The City of Seattle is an Equal Opportunity Employer that is committed to diversity in the workplace. Accommodations for people with disabilities are provided on request. The City is a Drug Free Workplace.